

OFFICE OF RESEARCH AND REPORTS

Staff Meeting Notes

(Meeting held at 1430 hours, 29 April 1953, 2125 "M" Building)

Subject

Discussion
25X1A9a

Action

Functional Statements

Mr. Guthe introduced [redacted] Organization and Management Service, assigned to the DD/I area to assist in any management problems that may arise within the Offices of the DD/I, and stated the need for functional statements of the individual divisions and branches in ORR.

25X1A9a

[redacted] on request to meet with division chiefs and/or branches for the purpose of assisting them in whatever way possible in the preparation of these functional statements.

25X1A9a

[redacted] to provide, in cooperation with St/A, to the AD/RR for approval, then to the divisions, a basic guide for the statements. [redacted] to be available for divisional and branch meetings approximately 18 May.

25X1A9a

Visit of OO/C Field Chiefs

Mr. Guthe reported the visit of OO/C Field Chiefs to ORR on Tuesday and Thursday afternoon, 5 and 7 May.

25X1A9a

[redacted] to schedule meetings in 2125 "M" during these periods so that all interested divisions will have an opportunity to present their cases to the field chiefs.

OO Field Trip Procedure

Mr. Guthe stated that St/C had spent considerable time in establishing the procedure to be followed in connection with field trips. [redacted] advised that a form, providing for the division chief's approval, St/C coordination, and I&S approval, has been drafted for this purpose for submission to OO/C. That Office will follow through in setting up the arrangements for such trips. These forms will be distributed in the near future and sample copies are available in the interim.

For information.

25X1A9a

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SECRET

Subject

Discussion

Action

25X1A6a [REDACTED] 25X1A9a
 25X1A9a Mr. Guthe reported that [REDACTED] is in Washington for several days and can be reached on extension 3906, Administration Building.
 Suggestions regarding briefing of [REDACTED] should be given to Mr. Guthe prior to 1 May. 25X1A9a

Records Management Position

25X1A9a

25X1A9a Mr. Guthe announced the appointment of [REDACTED] to the records management position within St/A and advised that during his attendance at the Records Management Course he would make a very systematic survey of the records problems in cooperation with division chiefs in an effort to assist in the development of policy for a long-term records program in ORR. He also mentioned that a considerable part of this program would involve the introduction of the records facilities available in CIA to analysts but felt that this program would take extended and careful study in its formulation.

For information.

Processing of Personnel Actions

25X1A9a [REDACTED] presented a statement on the length of time required to process D/I personnel actions.

St/A to conduct survey on the basis of this statement to determine where difficulties arise.

25X1A9a

[REDACTED] reported that all personnel actions of any nature involving grades GS-12 and above are to be prepared for Mr. Guthe's signature and all others to be prepared for [REDACTED] signature.

St/A to notify division administrative assistants and to prepare Office Notice.

25X1A9a

Applicants for Employment

25X1A9a Mr. Guthe advised that he would like to meet all applicants being considered for key positions within ORR (division and branch chiefs). In this connection [REDACTED] advised that he will interview applicants only at Mr. Guthe's direction.

St/A to assure the introduction of all such applicants to Mr. Guthe.

Records of Time Allocations

Mr. Guthe advised, in answer to query from Chief, D/S, that ORR would continue the maintenance of the man-hours record on a revised form, currently being drafted in St/A, until 1 July 1953, at which time the program will again be reviewed.

For information.

M

25X1A9a